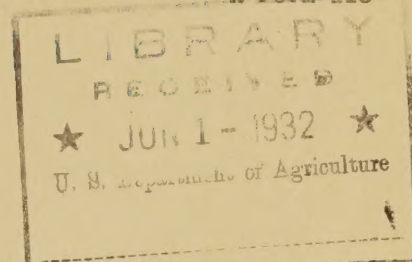


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INFORMATION

CONCERNING EDUCATIONAL EXHIBITS OF THE U. S. DEPARTMENT OF AGRICULTURE

For State, Interstate, or International Fairs

The exhibits of the U. S. Department of Agriculture present important results of investigational work on agricultural subjects. They are available in freight-carload lots to state, interstate, and international fairs that apply for them, and that subscribe to the regular cooperative agreement.

A carload of exhibits when installed occupies from 100 to 140 running aisle feet of floor space about 10 feet deep, or from 1000 to 1400 square feet. Most of the exhibits require about 9 feet for height, but there are a few special features that have to have 10 to 13 feet.

Aisle frontage need not be in an unbroken line, however, as the exhibits can be set up along two or more sides of a building, in or around a hollow rectangle, or back to back. The exhibits provide their own structures and wall space and, in consequence, can be installed in almost any type of space.

Fairs are provided as far as possible with exhibits on the subjects that will be most useful in their regions, preference being given to applications in the order in which received. Department publications are available through an information booth with each group of exhibits.

Representatives are sent to the fairs at Department expense to supervise the installation, presentation, and dismantling of the exhibits, and an installation diagram is prepared for each exhibition to guide in the installation. A copy of the diagram is furnished the management of the fair.

Each fair with which exhibition arrangements are made cooperates by depositing with the Department in advance a sum sufficient to cover its share of transportation cost. Shipments are made on Government bills of lading, the Department of Agriculture being billed by the transportation company for the charges.

Application for exhibits should be submitted to the Office of Exhibits, U. S. Department of Agriculture, Washington, D. C., stating the general agricultural subjects that are best suited to the region served by the fair and upon which exhibits would be helpful; the amount of space for which exhibits are desired; and whether the fair is in position to meet the cooperative conditions under which the exhibits are available.

A sketch or plat of the space to be assigned should accompany the application if possible. A rough pencil drawing will do if the location and dimensions of the space and of obstructions such as doors, posts, partitions, low ceilings, aisles, etc., are stated accurately. The relation of the space to the remainder of the building should be shown also.





U. S. DEPARTMENT OF AGRICULTURE  
Extension Service - Office of Exhibits

MEMORANDUM OF COOPERATIVE AGREEMENT IN CONNECTION WITH THE DISPLAY OF  
U. S. DEPARTMENT OF AGRICULTURE EDUCATIONAL EXHIBITS  
AT STATE, INTERSTATE, OR INTERNATIONAL FAIRS

1. The Department will furnish the exhibits and provide personnel with expenses paid for their management and demonstration at the fairs.

2. Each fair participating in the Department exhibition program will deposit with the Department in advance a sum sufficient to cover a prorated share, or designated portion thereof, of the transportation costs for the season, the amount of which is determined by estimating the total freight charges on shipments of exhibits to all the fairs tentatively scheduled for the season throughout the United States, and dividing the sum equally by the number of fairs, full advantage being taken of railroad tariffs that provide for movement of exhibits at reduced rates. In order to balance compensating errors of estimate and to simplify accounting, the Department may charge against deposits to their full amount any items of expense in connection with exhibits work. Supplemental deposits will not be required, however, even should the season transportation account for which the fairs are responsible exceed the sum of the deposits.

3. Each fair will furnish exhibition space without cost to the Department with storage for empty shipping containers, and the space shall be in a building or buildings substantial enough to protect exhibits and containers against damage by weather. Access to space shall be free to all who enter the gates or entrances of the fair-grounds. Space shall not adjoin or be in close proximity to space used by vendors of novelties, ice cream, soft drinks, or by money-making concessions of any kind.

4. Each fair will furnish drayage and labor for unloading and reloading cars at the exhibition point; common labor for unpacking, installing, dismantling, and repacking the exhibits; janitor, watchman, electrical, and such other special services as may be required to accomplish a creditable display.

5. Representatives on duty with the exhibits shall be provided by the management with such credentials as will enable them to pass in and out of the gates or entrances at any time during the day or evening without embarrassment.

6. It shall be the policy always to schedule exhibit shipments to start early enough, as indicated by the Department's experience in exhibits movements, to arrive in time for orderly installation in advance of the opening date of the exhibition; or if the transit time is considered too short, not to ship exhibits except at the request and responsibility of the cooperator. If for any reason, however, the exhibits fail to reach destination on time, the deposit still shall apply in full for expenses incurred.

7. Receipt by the Office of Exhibits, U. S. Department of Agriculture, Washington, D. C., of deposit, in the amount specified, payable to A. Zappone, Disbursing Clerk, will be considered acceptance of this agreement.





Place \_\_\_\_\_

Date \_\_\_\_\_

Chief, Office of Exhibits,  
 Extension Service, U. S. Dept. of Agriculture,  
 Washington, D. C.

Dear Sir:

Formal application is hereby made for Department of Agriculture educational exhibits entitled:

for display at

(Name of Fair or Occasion)	(Place)	(Dates)
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under the provisions of the Department's cooperative plan as set forth in your information sheet and agreement which have been read, and are the basis of this application.

ELECTRIC CURRENT available for exhibits is \_\_\_\_\_  
 (AC or DC) (Volts) (Cycles)

Deposit of \$\_\_\_\_\_, payable to the order of A. Zappone, Disbursing Clerk, is enclosed to cover such costs as the cooperative agreement calls for.

Correct shipping address is:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

care of \_\_\_\_\_ Railroad as delivering carrier.

Bill of Lading should be mailed to:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Very truly yours,

\_\_\_\_\_  
(Signature)\_\_\_\_\_  
(Title)







INFORMATION

CONCERNING EDUCATIONAL EXHIBITS OF THE U. S. DEPARTMENT OF AGRICULTURE

FOR MISCELLANEOUS EXHIBITIONS

The regular educational exhibits of the Department of Agriculture present important results of investigational work on agricultural subjects. They are prepared and displayed under an appropriation that provides funds specifically for exhibitions at state, interstate, and international fairs only. The Department Office of Exhibits does not have funds for exhibitions at any other types of occasions. It is possible, however, to arrange for exhibitions at a limited number of other occasions, if they occur at times when the state fair exhibit material is not engaged in the regular season program, and if all expenses are provided from sources other than the exhibits appropriation. Department representatives are not sent to miscellaneous exhibition occasions unless arrangements are made for funds to meet the costs.

Individual exhibits require 10 to 20 feet of aisle frontage by about 10 feet deep, while carload groups when installed occupy from 100 to 140 feet of aisle frontage by about 10 feet deep, or from 1000 to 1400 square feet. Most of the exhibits require about nine feet for height, but there are a few special features that have to have from 10 to 13 feet. Space for large groups of exhibits need not be in an unbroken line, however, as the exhibits can be set up along two or more sides of a building, in or around a hollow rectangle, or back to back. The exhibits provide their own structures and wall space and in consequence can be installed in almost any type of space.

Each fair or other exhibition occasion with which exhibition arrangements are made cooperates by depositing with the Department in advance a sum sufficient to cover the costs. The amount of the deposit is determined by calculating the freight charges, expense of warehouse and office handling, trucking, and such materials and other work as may be required at as near cost as can be anticipated, full advantage being taken of railroad tariffs that provide for the movement of exhibits at reduced rates. Where exhibits or exhibition groups move over a circuit of two or more occasions, the costs for the complete circuit are computed and the deposit for each occasion determined by dividing the total expense by the number of occasions participating in the circuit. Shipments of exhibits are made on Government bills of lading, and the charges are paid from the deposit by the Department of Agriculture.

Application for exhibits should be submitted to the Office of Exhibits, U. S. Department of Agriculture, Washington, D. C., stating the name, dates, and character of the occasion for which exhibits are desired; the general agricultural subjects that are best suited to the region; the amount of space for which exhibits are desired; and whether the exhibition occasion will meet the cooperative conditions under which the exhibits are available.

A sketch or plat of the space to be assigned should accompany the application. A rough pencil drawing will do if the location and dimensions of the space and of obstructions such as doors, posts, partitions, low ceilings, aisles, etc., and relation of the space to the remainder of the building are stated accurately.







U. S. DEPARTMENT OF AGRICULTURE  
Extension Service - Office of Exhibits

MEMORANDUM OF COOPERATIVE AGREEMENT IN CONNECTION WITH THE DISPLAY OF  
U. S. DEPARTMENT OF AGRICULTURE EDUCATIONAL EXHIBITS  
AT MISCELLANEOUS EXHIBITIONS

1. The Department will furnish the exhibits but usually cannot provide personnel for their management and demonstration unless arrangements are made for funds to meet the cost of them.
2. Each occasion with which exhibition arrangements are made will deposit with the Department in advance an amount calculated to cover the cost of transportation to and from city in which exhibition is to be made, and such other costs of handling, trucking at initial shipping point, and labor as may be necessary, or a prorated share of such transportation and other costs when exhibits are to be moved on an itinerary of two or more exhibitions. In order to balance compensating errors of estimate and to simplify accounting, the Department may charge against the deposit to its full amount any items of expense in connection with exhibits work. Supplemental deposits will not be required, however, even should the expenses for which deposit is made exceed the deposit.
3. Each exhibition occasion will furnish exhibition space without cost to the Department with storage for empty shipping containers, and the space shall be in a building or buildings substantial enough to protect exhibits and containers against damage by weather. Access to space shall be free to all who enter the outside gates or entrances. Space shall not adjoin or be in close proximity to space used by vendors of novelties, ice cream, soft drinks, or by money-making concessions of any kind.
4. Each exhibition occasion will furnish drayage and labor for conveying the exhibits from and returning to freight station, or for unloading and reloading cars at exhibition point; common labor for unpacking, installing, dismantling, and repacking the exhibits; janitor, watchman, electrical, and such other special services as may be required to accomplish a creditable display.
5. If there are Department representatives on duty with the exhibits, they shall be provided by the management with such credentials as will enable them to pass in and out of the gates or entrances at any time during the day or evening without embarrassment.
6. It shall be the policy always to schedule exhibit shipments to start early enough, as indicated by the Department's experience in exhibits movements, to arrive in time for orderly installation in advance of the opening date of the exhibition; or if the transit time is considered too short, not to ship except at the request and responsibility of the cooperator. If for any reason, however, the exhibits fail to reach destination on time, the deposit still shall apply in full for expenses incurred.
7. Receipt by the Office of Exhibits, U. S. Department of Agriculture, Washington, D. C., of deposit, in the amount specified, payable to A. Zappone, Disbursing Clerk, will be considered acceptance of this agreement.

(Revised to April 15, 1932)



